

Lockout/Tagout Program

The LaRC Safety Clearance Procedures (Lockout/Tagout) are used to control the position of electrical switches or circuit breakers, valves controlling steam, compressed gas, cryogenic materials, pressurized fluids, or toxic materials, and to control the configuration of ventilation systems for tanks or other spaces which may be oxygen deficient. These procedures are outlined in LAPG 1710.10, "Safety Clearance Procedures (Lockout/Tagout), which may be accessed through the Langley Directives Management System at <http://ldms.larc.nasa.gov/procedures.html>. The locks/tags may be placed upon any device, which could, if actuated, cause personnel or property to be endangered. The locks/tags may also be used to forbid entrance to dangerous areas. No person, regardless of position or authority, is to operate any switch, valve, or equipment which has a lock/tag attached to it, nor shall such lock/tag be removed except by a qualified Safety Operator, who ensures the system is safe. These procedures apply to all persons performing work at LaRC, including government employees, contractors, research associates and others.

Safety Operators

Safety Operators are individuals that have been certified for the system or equipment for which the locks/tags are provided. Recommendations for a civil service employee to become a Safety Operator shall be forwarded through line organizations to the LaRC Safety Manager using LaRC Form 452, "Civil Service Employee Safety Operator Appointment Form."

Recommendations for a non-personal service contractor employee to become a Safety Operator shall be forwarded through the appropriate contracting officer to the LaRC Safety Manager using LaRC Form 451, "Non-Personal Service (NPS) Contract Employee Safety Operator Appointment Form."

Questions concerning the appointment of Safety Operators should be directed to Mr. Harold Beazley, 864-3368 or Mr. Chip Quinn, 864-8743.

Upon completion of a written and hands-on test, a Safety Operator's Permit (LaRC Form 453) shall be issued to the recommended individual and will permit that employee to perform the functions of a Safety Operator. The permit will expire 4 years from the date of issue. **Questions concerning Safety Operator Permits should be directed to Mr. Chip Quinn, 864-8743.**

Safety Operators are required to document all safety clearance procedures where the complexity of the system interconnections may: (1) cause an error or (2) the equipment is operating at a potential exceeding 600 volts. Pressure or large vacuum systems will require detailed procedures where the complexity of the system interconnections may cause an error. In every instance where a lockout is not practical, a detailed procedure shall be developed and documented on LaRC Form 495, "Safety Operators Clearance Procedure." This detailed procedure shall note the devices opened or closed and any other applicable steps necessary (grounds installed, locks used, vent valves opened, mechanical devices installed, and so forth) to assure safety. The Facility Coordinator shall ensure that the procedure covers the particular system involved to the extent of the clearance intended, and that it is prepared and verified.

Lockout/Tagout Briefings

The head of each organization shall inform all employees in his/her organization, including those who are temporary, under grants, summer hires and so forth, of the lockout/tagout safety program and that locks/tags shall not be violated.

Lockout/Tagout Briefings are available through the Safety Office and may be scheduled by contacting Mr. Chip Quinn, 48743.

A copy of LAPG 1710.10, "Safety Clearance Procedures (Lockout/Tagout)," may be obtained from the Office of Safety and Facility Assurance, Building 1162, room 100B or by calling extension 4-SAFE (47233).

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